

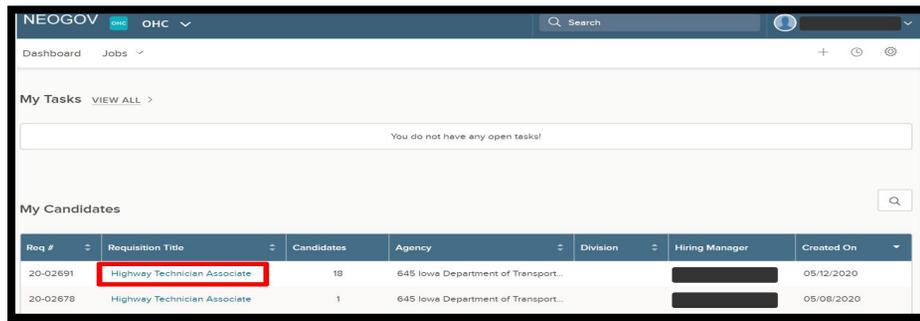
HOW TO CODE CANDIDATES IN NEOGOV



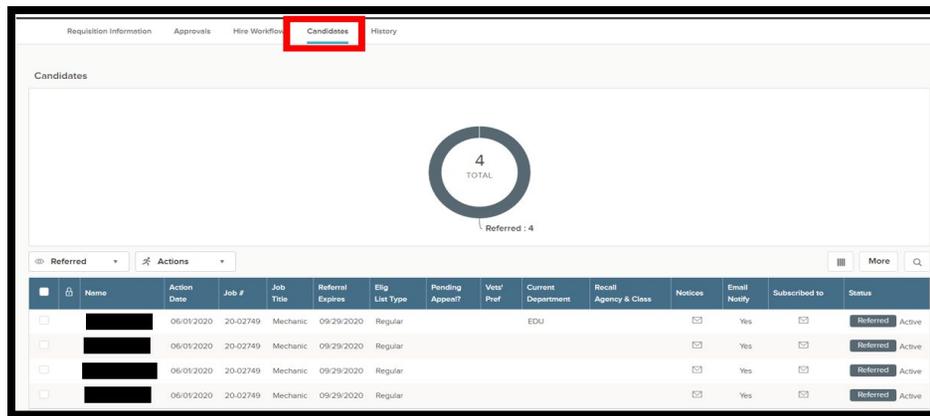
Note: You should be coding candidates throughout the process (screening and interviews). Then when you have an accepted offer, you should be verifying all candidates are coded correctly as hired or rejected.

From NeoGov:

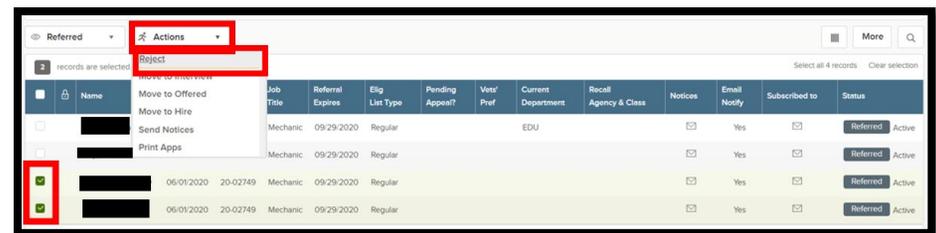
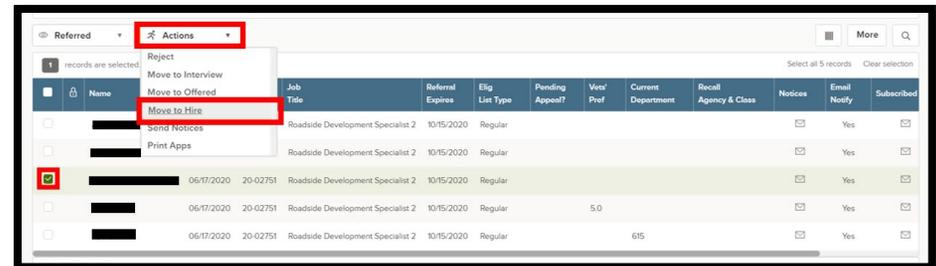
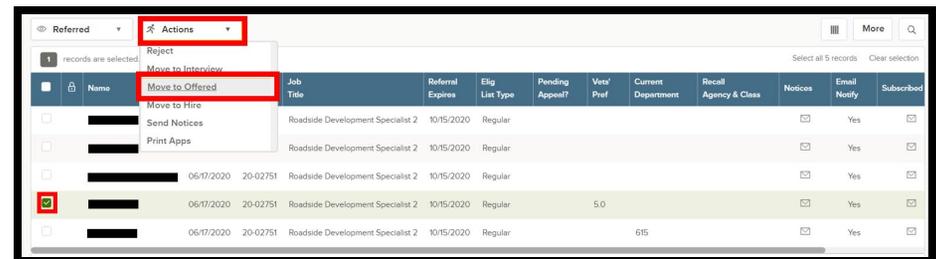
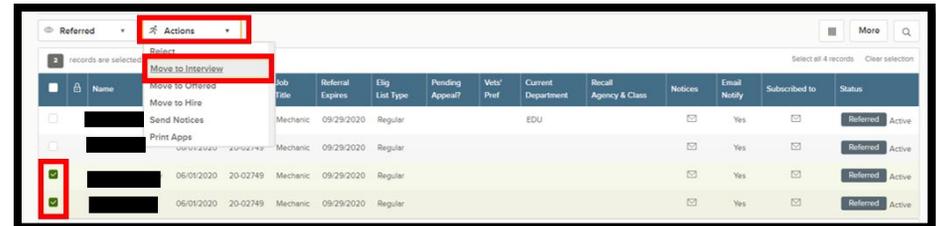
1. Look under My Candidates section and find the requisition you are wanting to code the candidates and click on the **Requisition Title**.



2. You will then automatically be taken to the **Candidates** tab of the requisition. Where you will need to scroll down to select the candidates.



3. Select the **candidate(s)** you want to code as interview, offer, hire, or reject. Then click actions to select **Move to Interview (Step 4)**, **Move to Offer (Step 5)**, **Move to Hire (Step 6)**, or **Reject (Step 7)**.





Note: If there are more than 10 applicants, then you will need to go to another page to code all applicants. You should also reach out to internal candidates before sending them the email.

4. If you are not moving candidates to interview, then go to **Step 5**.
 - a. See job aid "NeoGov – How to Set Up Interview Schedule" to set up interview schedule in NeoGov.
 - b. See job aid "NeoGov – How to Notify A Candidate to Schedule Interview" to send notices.
 - c. See job aid "NeoGov – How to See Confirmed Interview Schedule in NeoGov" to see candidates selected times.
5. If you are not moving candidates to offer, then go to **Step 6**.
 - a. Select the date the offer was made to the candidate. Then click Save & Submit.

Make Offer (Person ID: [REDACTED])

Cancel **Save & Submit**

Offer Details

* required fields are marked with asterisk

Offer Date * (highlighted with red box): 08/13/2020

Offer Amount

Bonus Amount

Comment

6. If you are not moving candidates to hire, then go to **Step 7**. Must have them coded as offer before changing to hire.



Note: You must have the candidate coded as offered before changing to hire. You should also wait until the candidate has passed any testing (PCP and/ or D&A)

- a. You will need to fill in the **Date Offer Accepted**, **Start Date**, and **Hire Type** (see step b for assistance).

Hire Form (Person ID: [REDACTED])

Cancel Save & Close **Save & Continue to next Step**

1. HIRE INFORMATION 2. APPROVALS 3. ATTACHMENTS

Hire Information

* required fields are marked with asterisk

Offer Date *: 07/20/2020

Date Offer Accepted * (highlighted with red box): MM/DD/YYYY

Offer Amount: \$

Bonus Amount: \$

Start Date * (highlighted with red box): MM/DD/YYYY

Orientation Date: MM/DD/YYYY

Filled Date: MM/DD/YYYY

Hire Type * (highlighted with red box): - Make a selection -

Internship: Paid or Unpaid?: - Make a selection -

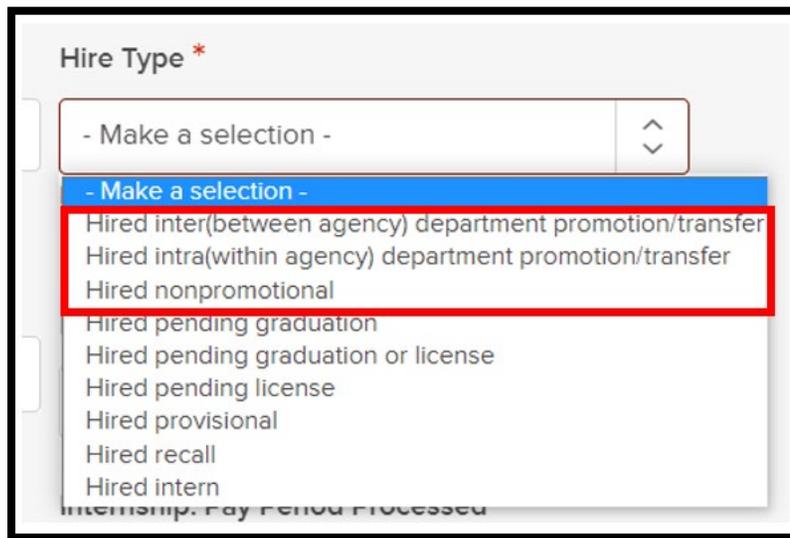
Internship [After Hire]: Anticipated Completion Date: MM/DD/YYYY

- b. When selecting the hire type, there are three main selections. If you believe your hire may be one of the other selections, reach out to your Workforce Coordinator first.

Hired inter (between agency) department promotion/ transfer should be selected when the candidate is coming from another executive branch agency.

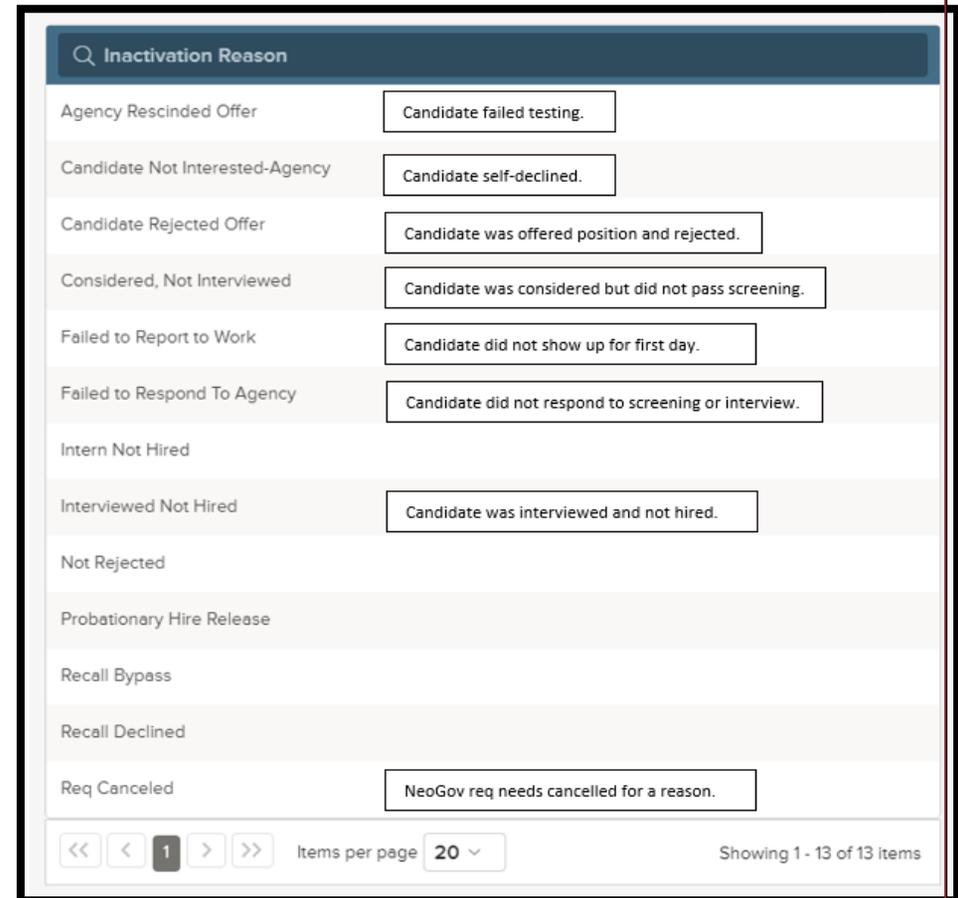
Hired intra (within agency) department promotion/transfer should be selected when the candidate currently works for the DOT.

Hired nonpromotional should be selected when it is an external candidate.



- c. Then you can click **Save & Continue to next Step.**
- d. Leave the approvals tab as is and click **Save & Continue to next Step.**
- e. Leave the attachments tab as is and click **Save & Continue to next Step.**

- 7. If you are not rejecting candidate(s), then go to **Step 8.**
 - a. Select the applicable **inactivation reason.**



- b. You can then automatically send a notice to these candidates by clicking the **box** next to Automatically send a notice. Then choose the template based upon the inactivation reason shown below.

Inactivation Reason	
Agency Rescinded Offer	Reach out to Workforce Coordinator for information
Candidate Not Interested-Agency	No noticed - only choose this option when candidate self-selects
Candidate Rejected Offer	No noticed - only choose this option when candidate self-selects
Considered, Not Interviewed	DOT: Considered Not Interviewed
Failed to Report to Work	No noticed - only choose this option when candidate doesn't show
Failed to Respond To Agency	No noticed - only choose this option when candidate doesn't respond
Intern Not Hired	
Interviewed Not Hired	DOT: Interviewed Not Hired
Not Rejected	
Probationary Hire Release	
Recall Bypass	
Recall Declined	
Req Canceled	DOT: Req Canceled

Items per page 20 Showing 1 - 13 of 13 items

- c. Then click **save** to send / save.

Reject

Inactivation Reason *

Enter a reason

Inactivation Reason is required

Comments

Notice

Automatically send a notice

Send email to the candidate(s) immediately after rejection

Notice Template *

Select a notice template

Notice Preview

Override

Cancel Save



Note: If you want/ need to edit the template, you can click the orange box with **override** and make changes before sending.

- 8. Once the all the candidate(s) are coded, then the candidate(s) will show in the respective coding that was selected (not showing up as referred) like below, you should then email your Workforce Coordinator to final code the req.

